



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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September 30, 2003

TO: Supervisor Yvonne Brathwaite Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley   
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – FRANCES  
FOUNDATION, INC., KINGSLEY DRIVE AND VENICE BLVD. SITES**

We have completed a review of the two group homes operated by The Frances Foundation, Inc., Kingsley Drive and Venice Blvd. Each home is licensed with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Kingsley Drive and Venice Blvd. are six-bed facilities located in the Second Supervisorial District that provide care for girls ages 12-17 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, the Kingsley site was providing services for four Los Angeles County DCFS children and the Venice Blvd. site was providing services for five DCFS children.

**Scope of Review**

The purpose of the review is to verify that the two facilities are providing services outlined in their Program Statements. Additionally, the review covers basic child safety and licensing issues. The review included an evaluation of each home's Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with two children placed in each of the respective homes at the time of the reviews. The interviews with the residents were designed to obtain their perspectives on the program services provided by Kingsley Drive and Venice Blvd., and to ensure adherence to the Foster Youth Bill of Rights.

### **Summary of Findings**

Generally, both facilities are providing the services outlined in the Program Statements. However, we noted a few areas where improvements can be made.

#### **Kingsley**

Kingsley needs to make facility repairs; provide age-appropriate recreational equipment; maintain an adequate supply of reading material; and develop more comprehensive Needs and Service Plans and Quarterly Reports.

#### **Venice Blvd.**

Venice needs to make facility repairs; maintain an adequate supply of reading material; develop more comprehensive Needs and Service Plans and Quarterly Reports; and enhance the provision of emancipation and education services.

Attached is a detailed report of the findings.

### **Review of Report**

We discussed our report with the Agency's management. The Agency's management has agreed to provide DCFS with a written corrective action plan within fifteen business days from the date of this report. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me, or have your staff contact Patrick McMahon at (213) 974-0729.

JTM:PM:CC

Attachment

c: David E. Janssen, Chief Administrative Officer  
Violet Varona-Lukens, Executive Officer  
Public Information Office  
Audit Committee  
David Sanders, Ph.D., Director, DCFS  
Richard Shumsky, Chief Probation Officer

**Frances Foundation, Inc.  
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Los Angeles, CA 90006  
(323) 735-3937  
License No.: 191800778  
Rate Classification Level: 8**

## **I. FACILITY AND ENVIRONMENT**

*(Facility Based - No Sample)*

### **Method of assessment – Observation and resident interviews**

### **Sample size for resident interviews: Two**

### **Comments:**

Frances Foundation, Inc. operates two group homes in the Los Angeles area, one being on Kingsley Drive. The home is a large two-story house located in a residential neighborhood made up of similar houses. The backyard was barren of foliage and had a four-foot chain link fence that offered no privacy. In addition, the chain link gate on the north side of the house was badly torn.

The facility was nicely decorated and the common rooms well maintained. The bedrooms were spacious and the residents could tape up pictures and posters on the walls. However some improvements were needed.

In both the northeast and southeast bedrooms, the dressers prevented full access to the windows presenting a safety hazard. The closets were unkempt and one closet had an unpleasant odor. The baseboards in the northeast and southeast bedrooms were dirty and the carpet in the southwest bedroom was buckling. The bedroom curtains did not provide privacy for the residents and one of the beds did not have a full complement of linens.

The window frames of the upstairs windows were dirty, the wood deteriorated, and the paint chipped. Several of the upstairs windows were not fitted with proper screens and the window frame in the northeast bedroom had several pieces of chewed gum stuck in it.

In the resident's bathroom there were cracked floor tiles and tile on the counter top was broken.

There was some indoor age-appropriate play equipment including table games, a TV, VCR and DVD. Two computers with programs were available for the residents use. There were few interesting books and no current magazines. The majority of the books were old school books and there were no current magazines. In addition, the facility did not have outdoor recreational equipment, such as a basketball hoop or ping-pong table, available to the residents.

There was a sufficient supply of frozen foods, meat, canned goods, bakery items, and fresh fruit properly stored.

### **Recommendations**

**1. Kingsley Drive management:**

- a. **Provide age-appropriate recreational equipment for the residents' use.**
- b. **Repair the chain link gate on the north side of the house.**
- c. **Arrange furniture in the resident bedrooms to provide full access to the windows.**
- d. **Organize resident closets.**
- e. **Remove the odor from one of the resident closets.**
- f. **Clean the baseboards in the northeast and southeast bedrooms.**
- g. **Repair the carpet in the southwest bedroom.**
- h. **Furnish resident bedrooms with curtains that provide privacy.**
- i. **Provide a full complement of linens for each resident's bed.**
- i. **Repair the upstairs windows and frames.**
- j. **Replace window screens in the resident bedrooms.**
- k. **Repair the tile in the resident bathroom.**
- l. **Maintain an adequate supply of reading material for the residents.**

## **II. PROGRAM SERVICES**

### **Method of assessment – Review of relevant documents and resident interviews**

**Sample size for resident interviews: Two**

#### **Comments:**

Both residents met the population criteria as described in the program statement and received a complete initial diagnostic assessment after being admitted into the program.

The Needs and Service Plans (NSPs) though realistic and measurable were not specific in the areas of mental, physical, and functioning skills. Both the children and their placement workers participated in the development and updating of the NSPs.

The Quarterly Reports were overall informative and timely, but did not discuss areas of concern or current issues and events regarding each resident.

#### **Recommendations**

##### **2. Kingsley Drive management:**

- a. Develop comprehensive Needs and Services plans that are specific and measurable.**
- b. Include specific and current information in each resident's Quarterly Report.**

## **III. EDUCATIONAL AND EMANCIPATION SERVICES**

### **Method of assessment – Review of relevant documents and resident interviews**

**Sample size for resident interviews: Two**

#### **Comments:**

Both residents are enrolled in public school and neither required an Individualized Education Plan. Both of their records contained semester report cards and/or progress reports. The residents reported that they are provided with a sufficient amount of educational stimulation away from school on a daily basis and that the agency is supportive of their academic progress.

Both residents were enrolled in an emancipation training class scheduled to begin the coming school year.

As part of the development of daily living skills, the residents were involved in the planning and preparation phase of meals, the discussion of hygiene care, and employment preparation. The resident's stated that many issues, such as appropriate clothing, relationships, future life plans, are discussed at dinnertime. Residents were encouraged and supported in their efforts to obtain vocational training.

### **Recommendations**

**There are no recommendations for this section.**

## **IV. RECREATION AND ACTIVITIES**

**Method of assessment – Review of relevant documents and resident interviews**

**Sample size for resident interviews: Two**

### **Comments:**

The agency followed a monthly activity schedule developed by the staff and residents. Residents are encouraged to suggest activities such as outings. Activities occurred during the week and on the weekends to which the agency provided transportation.

The children had opportunities to play table games, sports, read, and work on the computer at free times during the day.

### **Recommendations**

**There are no recommendations for this section.**

## **V. PSYCHOTROPIC MEDICATION**

**Method of assessment – Review of relevant documents and resident interviews**

**Sample size for resident interviews: There were four residents placed in the agency at the time of the review. A review of one case file was conducted for the resident on psychotropic medication.**

### **Comments:**

The resident prescribed psychotropic medication had a current court authorization. Documentation confirmed that the child was routinely seen by the psychiatrist for an evaluation of medication and progress in therapy.

The medication distribution logs were properly maintained.

### **Recommendations**

**There are no recommendations for this section.**

## **VI. PERSONAL RIGHTS**

### **Method of assessment – Resident interviews**

**Sample size for resident interviews: Two**

#### **Comments:**

The residents were presented with the policies, rules and regulations upon arrival to the home. Residents expressed satisfaction with the agency, stated that they were treated well, the accommodations were adequate, and the food good. The residents reported that they felt safe in the home and that staff treated them with respect. They indicated that a sufficient number of staff is always in the home when residents are present.

Resident chores included the maintenance of their rooms and common areas which the residents felt were reasonable.

The residents felt their rights were respected with regard to health care, religion, privacy, visitation, telephone calls, and the right to call their attorney, social worker, and family.

The group home had an appropriate system of discipline in place based on points and levels. The residents felt the system is fair and the goals achievable. One resident indicated that she recently earned the highest weekly amount of twenty-three dollars.

The resident prescribed psychotropic medication knows about the medication and indicated that she did not refuse her medication.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. CLOTHING AND ALLOWANCE**

### **Method of assessment – Review of relevant documents and resident interviews**

**Sample size for resident interviews: Two**

**Comments:**

Kingsley provides appropriate clothing, items of necessity, and allowances to the residents. Kingsley provides residents with the required monthly clothing allowance in the amount of fifty dollars, and the residents are given the opportunity to select their own clothes. Clothing provided to the residents was of good quality and of sufficient quantity.

Kingsley provides its residents with a fair minimum weekly allowance which they can spend as they choose. In addition, residents are able to earn increased allowances.

Kingsley provides residents with adequate personal care items and sufficient, secure space to store their personal items.

Each resident had the opportunity to maintain a life book though not all of them chose to do so.

**Recommendations**

**There are no recommendations for this section.**



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(323) 857-1773  
License No.: 191801102  
Rate Classification Level: 8

## **I. FACILITY AND ENVIRONMENT**

*(Facility Based - No Sample)*

### **Method of assessment – Observation and resident interviews**

### **Sample size for resident interviews: Two**

### **Comments:**

Frances Foundation, Inc., operates two group homes in the Los Angeles area, one being on Venice Blvd. The large two-story house located in a semi-residential neighborhood was fairly maintained.

The facility was nicely decorated and the downstairs common rooms were well maintained. However there were areas in need of improvement.

The furniture in the upstairs common room impeded the opening of windows consequently preventing sufficient ventilation. There was also a large television that did not work and a broken couch.

Furniture in the southeast bedroom impeded the opening of the windows and the bedrooms needed painting.

All of the windowsills required cleaning. The window treatments in the bedrooms and the upstairs common room were made of a very thin fabric and did not provide privacy. In addition, the window screens did not fit properly.

There were some age-appropriate play equipment in the home including table games, a TV, VCR and DVD. However, the on-ground recreational equipment within the facility is limited. The residents expressed an interest and desire to have workout equipment, such as an exercise bike and treadmill. The majority of books were old school books and there were no current magazines.

There was a sufficient supply of frozen foods, meat, canned goods, bakery items, and fresh fruit properly stored.

## **Recommendations**

### **1. Venice Blvd. management:**

- a. Arrange furniture in the upstairs common room and the southeast resident bedroom to provide full access to the windows.
- b. Repair the television in the upstairs common room.
- c. Replace the broken couch in the upstairs common room.
- d. Paint the resident bedrooms.
- e. Clean the windowsills throughout the facility.
- f. Furnish curtains in the bedrooms and upstairs common room that provide privacy.
- g. Replace window screens in the bedrooms and common rooms as needed.
- h. Provide residents with adequate age-appropriate recreational equipment.
- i. Maintain an adequate supply of reading material for the residents.

## **III. PROGRAM SERVICES**

**Method of assessment – Review of relevant documents and resident interviews**

**Sample size for resident interviews: Two**

### **Comments:**

Both residents met the population criteria as described in the program statement and received a complete initial diagnostic assessment after being admitted into the program.

The Needs and Service Plans (NSPs) though realistic and measurable, were not specific in the areas of mental, physical, and functioning skills. Both the children and their placement workers participated in the development and updating of the NSPs.

The Quarterly Reports were overall informative and timely but did not discuss areas of concern or current issues and events regarding the resident.

## **Recommendations**

### **2. Venice Blvd. management:**

- a. Develop comprehensive Needs and Services Plans that are specific and measurable.**
- b. Include specific and current information in the Quarterly Report of each resident.**

## **III. EDUCATIONAL AND EMANCIPATION SERVICES**

**Method of assessment – Review of relevant documents and resident interviews**

**Sample size for resident interviews: Two**

### **Comments:**

Both residents were enrolled in public school and neither required an Individualized Education Plan. Both of their records contained semester report cards and/or progress reports. The residents reported that they are provided with a sufficient amount of educational stimulation away from school on a daily basis and that the agency is supportive of their academic progress.

As part of the development of daily living skills, the residents were involved in the planning and preparation phase of meals, the discussion of hygiene care, and employment preparation. The residents were supported and encouraged in their efforts to obtain vocational training. The residents stated that many issues, such as appropriate clothing, relationships, and future life plans are discussed at dinnertime.

Several of the residents were in high school, near emancipation age, and interested in attending college. They were not aware of the opportunities regarding transitional housing, financial aid, and other scholarships.

## **Recommendations**

- 3. Venice Blvd. management provide residents with information regarding financial aid, transitional housing, and scholarships.**

#### **IV. RECREATION AND ACTIVITIES**

**Method of assessment – Review of relevant documents and resident interviews**

**Sample size for resident interviews: Two**

**Comments:**

The agency followed a monthly activity schedule developed by the staff and residents. The residents were encouraged to suggest activities such as outings. Activities occurred during the week and on weekends to which the agency provided transportation.

The children had opportunities to play table games, sports, read, and work at the computer at free times during the day.

**Recommendations**

**There are no recommendations for this section.**

#### **V. PSYCHOTROPIC MEDICATION**

**Method of assessment – Review of relevant documents and resident interviews**

**Sample size for resident interviews: There were five residents placed in the agency at the time of the review. A review of one case file was conducted for the resident on psychotropic medication.**

**Comments:**

The resident prescribed psychotropic medication had a current court authorization. Documentation confirmed that the child was routinely seen by the psychiatrist for an evaluation of medication and progress in therapy.

The medication distribution logs were properly maintained.

**Recommendations**

**There are no recommendations for this section.**

#### **VI. PERSONAL RIGHTS**

**Method of assessment – Resident interviews**

**Sample size for resident interviews: Two**

**Comments:**

The residents were presented with the policies, rules, and regulations upon arrival to the agency. Residents expressed satisfaction with the home, stated that they were treated well, the accommodations were adequate, and the food good. The residents reported that they felt safe in the home and that staff treated them with respect. They indicated that a sufficient number of staff is always in the home when residents are present.

Resident chores included the maintenance of their own rooms and common areas which the residents felt were reasonable.

The residents felt their rights were respected with regard to health care, religion, privacy, visitation, telephone calls, and the right to call their attorney, social worker, and family.

The agency had an appropriate system of discipline in place based on points and levels. The residents felt that the system is fair and the goals achievable.

Neither resident was prescribed psychotropic medication.

**Recommendations**

**There are no recommendations for this section.**

**VII. CLOTHING AND ALLOWANCE****Method of assessment – Review of relevant documents and resident interviews****Sample size for resident interviews: Two****Comments:**

Venice provides appropriate clothing, items of necessity, and allowances to the residents. Venice Blvd. supplies its residents with the required monthly clothing allowance in the amount of fifty dollars, and the residents are given the opportunity to select their own clothes. Clothing provided to the residents is of good quality and of sufficient quantity.

Venice Blvd provides its residents with a fair minimum weekly allowance which they can spend as they choose. In addition, residents are able to earn increased allowances.

Venice Blvd provides residents with adequate personal care items and sufficient, secure space to store their personal items.

Each resident had the opportunity to maintain a life book, though not all of them chose to do so.

**Recommendations**

**There are no recommendations for this section.**